CONNECTICUT COLLEGE
PETITION TO THE COMMITTEE ON ACADEMIC STANDING
SEE REVERSE FOR INSTRUCTIONS AND REQUIRED SIGNATURES

Student Name ______________________________________________________ Class Year: _____________

Last                                                            First

Camel ID:___________________ Email: ________________________________________________

For details about Connecticut College Academic Regulations and Degree Requirements, refer to http://www.conncoll.edu/academics/registrar/academic-regulations/

1. **Statement of Student** Briefly state the nature of this petition and your reasons for requesting an exception to standard academic practice. If additional space is required, you may write on the back of this form. Attach supporting documentation and include details (dates, course numbers, faculty names, etc.). In the event that you are not on campus, you may send your statement via email to your dean with prior approval. **This statement is REQUIRED in order for the petition to be heard.**

   ______________________________________________________                                   ____________
   Student Signature                                 Date

2. **Statement of Instructor** A statement from the instructor confirming dates of attendance (or non-attendance) is required in cases involving course enrollment (such as late deletion/late withdrawal).

   If appropriate, please indicate below the course from which you are petitioning for a late delete or withdrawal.

<table>
<thead>
<tr>
<th>DEPT</th>
<th>COURSE #</th>
<th>SECTION</th>
<th>TITLE</th>
<th>ACTION (circle one)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Late Delete Late Withdraw</td>
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</tbody>
</table>

The Committee on Academic Standing (CAS) will not consider petitions which have not been discussed with the relevant instructors, advisers, chairs, and deans, and which lack their signatures.

SEE REVERSE FOR INFORMATION ABOUT REQUIRED SIGNATURES

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>PRINTED NAME</th>
<th>RECOMMEND (R) or DISAPPROVE (D)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
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<tr>
<td>Faculty Adviser</td>
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<td>Dept/Program Chair</td>
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<td>Office of Accessibility</td>
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<tr>
<td>Class Dean</td>
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Petition Process - Instructions

Students requesting an exception to standard academic practice must submit a petition form to the Committee on Academic Standing. A statement by the student is required.

Any student who wishes to submit a petition should make an appointment to speak with their class dean about the process.

Requires signatures of class dean and adviser, and signature and statement of instructor:

- Late Voluntary Withdrawal from a course
- Late deletion of course, with extenuating circumstances
- Retroactive course change (previous semester), with extenuating circumstances

Requires signatures of class dean, adviser, and chair of department/MOI consultants:

- Using two courses from the same department to satisfy two different areas of GE
- Satisfaction of any GE/Connections requirement with a course taken while on study away
- Satisfaction of any GE/Connections requirement with a course not approved for that area/mode

Requires signatures of class dean, major department chair, and adviser:

- Completion of degree requirements in three years
- Completion of degree requirements elsewhere

Requires signatures of class dean, adviser, and Student Accessibility Services:

- Reduced program of study
- Variation in general education/Connections requirements due to disability

Students wishing to take a course while on study away during the Winter Session must submit a Transfer Credit Application form in lieu of the petition form: http://www.conncoll.edu/academics/registrar/transfer-credit/